

(Rev. 12/2023)

Please Read Instructions on Page 2.

TRANSCRIPT ORDER FORM			
1. REQUESTOR'S INFORMATION			
NAME		TELEPHONE NUMBER	
DATE OF REQUEST	EMAIL ADDRESS (<i>Transcript will be emailed to this address.</i>)		
MAILING ADDRESS		CITY, STATE, ZIP CODE	
2. TRANSCRIPT REQUESTED			
NAME OF COURT REPORTER			
<u>OR</u> CHECK HERE IF HEARING WAS RECORDED ELECTRONICALLY (CourtSmart)			
CASE NUMBER	CASE NAME	JUDGE'S NAME	
DATE OF PROCEEDING	TYPE OF PROCEEDING	LOCATION OF PROCEEDING	
REQUEST IS FOR: (<i>Select one</i>) FULL PROCEEDING <u>OR</u> SPECIFIC PORTION <div style="text-align: right; margin-right: 50px;"><i>(Must specify below)</i></div>			
SPECIFIC PORTION(S) REQUESTED (<i>If applicable</i>):			
ADDITIONAL INSTRUCTIONS TO AID IN PREPARATION OF THE TRANSCRIPT:			
3. TYPE OF TRANSCRIPT REQUESTED		Maximum Rate Per Page	
Transcript Type	Original	First Copy to Each Party	Each Add'l Copy
30-Day Transcript (Ordinary): A transcript to be delivered within thirty (30) days after receipt of order.	\$4.00	\$1.00	\$0.60
14-Day Transcript: A transcript to be delivered within fourteen (14) days after receipt of order.	\$4.70	\$1.00	\$0.60
7-Day Transcript (Expedited): A transcript to be delivered within seven (7) days after receipt of order.	\$5.35	\$1.00	\$0.60
3-Day Transcript: A transcript to be delivered within three (3) days after receipt of order.	\$6.00	\$1.20	\$0.75
Next-Day Transcript (Daily): A transcript to be delivered prior to the normal opening hour of the Clerk's Office on the calendar day following receipt of the order, regardless of whether or not that calendar day is a weekend or holiday.	\$6.70	\$1.35	\$0.90
CD of electronically recorded proceeding	\$34.00		
4. CERTIFICATION: By signing below, I certify that I will pay all charges (deposit plus additional).			
DATE	SIGNATURE		